

(c) the product or service that was provided;
(d) the vendor providing the product or service;

(e) the address of the vendor; and
(f) the person or office to whom the product or service was provided.

Expenses being claimed should reflect only current charges. Original copies of documentation should be submitted. However, legible facsimiles will be accepted.

Section 3. Official expenses of \$50 or less must either be documented or must be itemized in sufficient detail so as to leave no doubt of the identity of, and the amount spent for, each item. However, hotel bills or other evidence of lodging costs will be considered necessary in support of per diem expenses and cannot be itemized.

Section 4. Documentation for services rendered on a contract fee basis shall consist of a contract status report form available from the Disbursing Office. However, other expenses authorized expressly in the contract will be subject to the documentation requirements set forth in these regulations.

Section 5. No documentation will be required for the following expenses:

(a) salary reimbursement for compensation on a "When Actually Employed" basis;

(b) reimbursement of official travel in a privately owned vehicle;

(c) foreign travel expenses incurred by official congressional delegations, pursuant to S. Res. 179, 95th Congress, 1st session;

(d) expenses for receptions of foreign dignitaries, pursuant to S. Res. 247, 87th Congress, 2nd session, as amended; and

(e) expenses for receptions of foreign dignitaries pursuant to Sec. 2 of P.L. 100-71 effective July 11, 1987.

Section 6. In special circumstances, the Committee on Rules and Administration may require documentation for expenses incurred of \$50 or less, or authorize payment of expenses incurred in excess of \$50 without documentation.

Section 7. Cash advances from the Disbursing Office are to be used for travel and petty cash expenses only. No more than \$5000 may be outstanding at one time for Senate committees or administrative offices, unless otherwise authorized by law or resolution, and no more than \$300 of that amount may be used for a petty cash fund. The individual receiving the cash advance will be personally liable. The Committee on Rules and Administration may, in special instances, increase these non-statutory limits upon written request by the Chairman of that committee and proper justification.

Section 8. Documentation of petty cash expenses shall be listed on an official petty cash itemization sheet available from the Disbursing Office and should include ALL of the following information:

(a) date expense was incurred;
(b) amount of expense;
(c) product or service provided; and
(d) the person incurring the expense (payee).

Each sheet must be signed by the Senate employee receiving cash and an authorizing official (i.e., someone other than the employee(s) authorized to certify vouchers). Original receipts or facsimiles must accompany the itemization sheet for petty cash expenses over \$50.

Section 9. Petty cash funds should be used for the following incidental expenses:

(a) postage;
(b) delivery expenses;

(c) interdepartmental transportation (reimbursements for parking, taxi, subway, bus, privately owned automobile (p.o.a.), etc.);

(d) single copies of publications (not subscriptions);

(e) office supplies not available in the Senate Stationery Room; and

(f) official telephone calls made from a staff member's residence or toll charges incurred within a staff member's duty station.

Petty cash funds should not be used for the procurement of equipment.

Section 10. Committees are encouraged to maintain a separate checking account only for the purpose of a petty cash fund and with a balance not in excess of \$300.

Section 11. Vouchers for the reimbursement of official travel expenses to a committee chairman or member, officer, employee, contractor, detailee, or witness shall be accompanied by an "Expense Summary Report—Travel" signed by such person. Vouchers for the reimbursement to any such individual for official expenses other than travel expenses shall be accompanied by an "Expense Summary Report—Non-Travel" signed by such person.

APPENDIX A: THE FEDERAL TORT CLAIMS ACT

Pursuant to the provisions of S. Res. 492, agreed to December 10, 1982, the Sergeant at Arms has the authority to consider and ascertain and, with the approval of the Committee on Rules and Administration, determine, compromise, adjust, and settle, in accordance with the provisions of chapter 171 of Title 28, United States Code (The Federal Tort Claims Act), any claim for money damages against the United States for injury of loss of property or personal injury or death caused by negligent or wrongful act or omission of any Member, Officer, or Employee of the Senate while acting within the scope of his/her employment. Any compromise, adjustment, or settlement of any such claim not exceeding \$2,500 shall be paid from the contingent fund of the Senate on a voucher approved by the Chairman of the Committee on Rules and Administration.

Payments of awards, compromises, or settlements in excess of \$2,500 are obtained by the agency by referring the award, compromise, or settlement to the General Accounting Office for payment. Appropriations or funds for the payment of judgments and compromises are made available for payment of awards, compromises, and settlements under the Federal Tort Claims Act.

However, any award under the Federal Tort Claims Act in excess of \$25,000 cannot take effect except with the prior written approval of the Attorney General.

FURTHER CHANGES TO S. CON. RES. 21

Mr. CONRAD. Mr. President, pursuant to section 302 of S. Con. Res. 21, I filed revisions to S. Con. Res. 21, the 2008 budget resolution. Those revisions were made for legislation that improved certain services for and benefits to wounded or disabled military personnel and retirees, veterans, and their survivors and dependents.

Congress cleared the conference report accompanying H.R. 1585, the National Defense Authorization Act for fiscal year 2008, on December 14, 2007. Unfortunately, H.R. 1585 was not signed into law by the President. Consequently, I am further revising the 2008 budget resolution and reversing the adjustments previously made pursuant to section 302 to the aggregates and the allocation provided to the Senate Armed Services Committee.

Mr. President, last week the House passed H.R. 4986, a bill that is substantially similar to H.R. 1585 and that also meets the conditions of the reserve fund for veterans and wounded servicemembers. Consequently, for the information of my colleagues, I will be further revising the 2008 budget resolution pursuant to section 302 of S. Con. Res. 21 for Senate consideration of H.R. 4986.

I ask unanimous consent that the following revisions to S. Con. Res. 21 be printed in the RECORD.

There being no objection, the material was ordered to be printed in the RECORD, as follows:

CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2008—S. CON. RES. 21; FURTHER REVISIONS TO THE CONFERENCE AGREEMENT PURSUANT TO SECTION 302 DEFICIT-NEUTRAL RESERVE FUND FOR VETERANS AND WOUNDED SERVICEMEMBERS

[In billions of dollars]

Section 101	
(1)(A) Federal Revenues:	
FY 2007	1,900.340
FY 2008	2,025.851
FY 2009	2,122.271
FY 2010	2,176.587
FY 2011	2,357.853
FY 2012	2,500.250
(1)(B) Change in Federal Revenues:	
FY 2007	-4.366
FY 2008	-24.945
FY 2009	15.345
FY 2010	12.866
FY 2011	-36.697
FY 2012	-96.846
(2) New Budget Authority:	
FY 2007	2,371.470
FY 2008	2,512.564
FY 2009	2,526.556
FY 2010	2,581.669
FY 2011	2,696.949
FY 2012	2,736.623
(3) Budget Outlays:	
FY 2007	2,294.862
FY 2008	2,476.456
FY 2009	2,573.413
FY 2010	2,609.610
FY 2011	2,702.343
FY 2012	2,715.437

CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2008—S CON RES 21; FURTHER REVISIONS TO THE CONFERENCE AGREEMENT PURSUANT TO SECTION 302 DEFICIT-NEUTRAL RESERVE FUND FOR VETERANS AND WOUNDED SERVICEMEMBERS

[In millions of dollars]

Current Allocation to Senate Armed Services Committee:	
FY 2007 Budget Authority	98,717
FY 2007 Outlays	98,252
FY 2008 Budget Authority	102,110
FY 2008 Outlays	102,041
FY 2008-2012 Budget Authority	547,250
FY 2008-2012 Outlays	546,657
Adjustments:	
FY 2007 Budget Authority	0
FY 2007 Outlays	0
FY 2008 Budget Authority	15
FY 2008 Outlays	112
FY 2008-2012 Budget Authority	-258
FY 2008-2012 Outlays	22
Revised Allocation to Senate Armed Services Committee:	
FY 2007 Budget Authority	98,717
FY 2007 Outlays	98,252
FY 2008 Budget Authority	102,125
FY 2008 Outlays	102,153
FY 2008-2012 Budget Authority	546,992
FY 2008-2012 Outlays	546,679

FURTHER CHANGES TO S. CON. RES. 21

Mr. CONRAD. Mr. President, section 302 of S. Con. Res. 21, the 2008 budget resolution, permits the chairman of the Senate Budget Committee to revise the allocations, aggregates, and other appropriate levels for legislation that improves certain services for and benefits to wounded or disabled military personnel and retirees, veterans, and their survivors and dependents. Section 302 authorizes the revisions provided that the legislation does not worsen the deficit over either the period of the total of fiscal years 2007 through 2012 or the period of the total of fiscal years 2007 through 2017.